

DALAL AL HAMMAD

Management Information System

+966 54 900 0554 Dalalhamad89@gmail.com Al Khobar, Eastern

EDUCATION

Bachelor's in Management
Information Systems
Prince Mohammad Bin
Fahd University
2020-2025
GPA: 3.51/4
Graduated with Honors

TECHNICAL SKILLS

- Microsoft Excel Data Analysis

PROFESSIONAL SKILLS

- Strategic Planning Problem Solving Effective
- Communication Technical
- Communication & Coordination
- Leadership
- Multi Task
- Data reporting
- Learning & Development
- SAP & LMS
- Dashboard Management

CERTIFICATION

Project management Artificial
Intelligence Fundamental Big Data
Creating a Budget With Microsoft
Excel
User Interface & User Experience
Business Continuity Management
First Aid CPR & Basic life support
Working Remotely Essentials

LANGUAGES

- Arabic
- English

PROFILE

Motivated management information systems graduate skilled in data analysis and project management, with strong organizational abilities and the ability to prioritize tasks effectively. Ready to leverage my background in IT management and strong problem-solving skills in a dynamic professional environment.

Work experience

**RAK Specialized Co, Al-Khobar—Procurement
Department (Data Entry Supervisor)**

May 2025–June

- Entered and maintained procurement data, including purchase orders and supplier information
- Coordinated with suppliers and departments to ensure accurate documentation
- Utilized Excel and internal systems to manage procurement tracking and reporting.
- Supported invoice verification and document filing processes

Work experience

**Saudi Aramco Jubail Refinery, SASREF Talent Development
Department (COOP)
(January 2025 - April 2025)**

- Key Performance Indicators (KPIs)
- Registered employee in training matrix
- Developed and maintained dashboard reports
- Coordinated and set up training program
- Utilized SAP & LMS systems
- Weekly Highlights Report
- Registered and maintained training records for contractors